

Professional and Managerial Branch
Cultural Group

DIRECTOR OF PARKS AND RECREATION
09/83

CHARACTERISTICS OF THE CLASS:

Under administrative direction is responsible for planning, organizing, budgeting, administrating, directing and supervising all the activities of the Parks and Recreation Department including the management of revenue generating enterprises; and performs related duties as required.

EXAMPLES OF DUTIES:

Plans, recommends and implements the development of programs and policies to accomplish departmental objectives including expenditure of funds; plans departmental objectives and develops organizational policies to coordinate functions and operations between divisions and establishes responsibilities and procedures; reviews division's activity reports and budget balances to determine progress and status in attaining objectives; directs the preparation of the annual operational and capital improvements budget subject to the approval of the Mayor and City Council; directs the functions and activities of the department through supervisory personnel; inspects and makes recommendations concerning lands and other properties proposed for acquisition by the City for recreation and park purposes; prepares operational plans and procedures governing quasi-business enterprises such as department operated swimming pools; golf courses, camps, restaurants, refreshment stands, amusement and theatre concessions, etc., generating revenues to substantially augment gross operating expenses, directs the keeping of their separate accounts and assumes responsibility for the proper expenditure of such funds; prepares and submits administrative and financial reports to Mayor and Council; coordinates with the Engineering Department work relating to the design, renovation and/or construction of park and recreation facilities; reads and indicates the disposition of special correspondences; represents the Department in meetings and conferences with the City Council, the Mayor, and various governmental and private agencies; plans the long term development of a wide variety of recreation activities, including aquatics, city-wide sports programs, summer camps, and various special activities at City parks and recreation areas; plans and directs the employment of existing facilities and the development of new projects; directs surveys and consults with civic and community agencies regarding public recreation and park plans, needs and programs; instructs subordinates in policy matters and in the methods and procedures to be followed in carrying out departmental functions; acts as secretary of the Parks & Recreation Board; plans, develops and implements public relations policies designed to improve the department's image with the general public, private and public agencies.

MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from a recognized college or university with a Bachelor's degree in Recreation and Park Management, Business or Public Administration, and ten years of intensive and progressively responsible professional experience in parks and recreation management and administration, five years of which must have been directly accountable of a major division or function, including the management of revenue producing enterprises, or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of the methods, practices and procedures in the management of public parks and recreation programs; comprehensive knowledge of administrative methods, practices and procedures; comprehensive knowledge of budget preparation and control; comprehensive knowledge of business transactions management techniques; good knowledge of accounting procedures; good knowledge of computer systems applications.

Ability to select, assign, train, supervise and evaluate the work of subordinates; ability to evaluate current programs, establish goals, and make recommendations for improvements; ability to develop new and expand present revenue generating sources; ability to establish and maintain effective working relationships with fellow employees, officials, civic organizations and the general public; ability to prepare comprehensive managerial, administrative and financial reports.

Director of Personnel

Department Head

As per Civil Service Commission Directive of October 3, 1983 and ordinance 7895.